



EdStart - Specialist Education Ltd.

HEALTH AND SAFETY POLICY AND PROCEDURES

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1. POLICY STATEMENT

The Proprietors believe that ensuring the health and safety of staff, children and young people and visitors is essential to the success of the work of the organisation.

We are committed to:

- a) Providing a safe and healthy environment for working and for all activities
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from work and activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication, training and consultation with staff on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at all centres
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All proprietors, staff and children and young people will play their part in its implementation. Adherence to the Health and Safety Policy is a condition of use of the organisation's facilities and a condition of employment for all staff. All other policies within the organisation are designed to complement this policy and should be viewed accordingly.

- Safeguarding Policy
- Accident and illness Policy
- Anti-Bullying Policy
- Data Protection Policy
- Behaviour Policy
- Equality Policy
- No Smoking Policy
- Drugs and Alcohol Policy
- Offensive Weapons Policy
- IT Policy
- Comments & Complaints Procedure
- Disciplinary Procedure
- Grievance Procedure

2. ORGANISATION AND DELEGATION OF RESPONSIBILITIES

Introduction

To comply with the Board's Statement of Intent the organisations normal management structure have had additional responsibilities assigned, as detailed below.

Proprietors

The Proprietors have the responsibility to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, children and young people
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work
- e) Sufficient funds are set aside with which to operate safe systems of work
- f) Health and safety performance is measured both actively and reactively
- g) The organisation's health and safety policy and performance is reviewed annually

Directors

The Directors have the following responsibilities:

- a) To be fully committed to EdStart's Policy Statement for Health and Safety
- b) Ensure that a clear written Policy for Health and Safety is created
- c) Ensure that the Policy is communicated adequately to all relevant persons
- d) Ensure appropriate information on significant risk activities is given to parents, carers, visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their representatives
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken
- h) Ensure safe systems of work are in place as identified from risk assessments
- i) Ensure that emergency procedures are in place

- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc
- l) Ensure arrangements are in place to monitor premises and performance
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested
- n) Report to the Board annually on the health and safety performance of the organisation

Centre, Project and Leaders

Centre, Project and School Managers have the following responsibilities:

- a) Apply the organisation's Health and Safety Policy or relevant Code of Practice to their own centre or area of work and be directly responsible to the Directors for the application of the health and safety procedures and arrangements
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible
- c) To manage the keeping of records of all health and safety activities including management of building fabric and external facilities in liaison with EdStart central office and contractors
- d) To advise the Directors of situations or activities which are potentially hazardous to the health and safety of staff, children and young people and visitors
- e) To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the centre or project generally
- f) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Directors any problems to which they cannot achieve a satisfactory solution within the resources available to them
- g) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required and make provision for the external inspection and maintenance of work equipment throughout the centre or project
- h) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and children and young people to avoid hazards and contribute positively to their own health and safety
- i) Investigate any accidents that occur within their area of responsibility
- j) Prepare an annual report for the Directors on the health and safety performance of their centre or area of responsibility
- k) Carrying out any other functions devolved to them by the Directors or Proprietors

Responsible managers are:

Centre/Location	Responsibility
EdStart Wythenshawe Centre	Simon Spencer
EdStart Salford Centre	Susan Husband

EdStart Bury Centre	Ashleigh Davies
EdStart Bolton Centre	Carla Willis
EdStart Oldham Centre	Tonye Selema
EdStart Wigan Centre	Stuart Howarth

All employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the centre or project's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- b) Follow the particular health and safety measures to be adopted in their own areas of work as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied
- c) Exercise effective supervision of their children and young people, to know the procedures for fire, first aid and other emergencies and to carry them out
- d) Give clear oral and written instructions and warnings to children and young people when necessary
- e) Co-operate with centre or project management in complying with relevant health and safety law
- f) Integrate all relevant aspects of safety into the process of their work and activities with children and young people
- g) Follow safe working procedures and use protective clothing where necessary
- h) Use all work equipment and substances in accordance with instruction, training and information received
- i) Avoid introducing personal items of equipment (electrical or mechanical) into the centre or project without prior authorisation
- j) Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- k) Report all incidents in line with current incident reporting procedure
- l) Act in accordance with any specific health and safety training received
- m) Inform their Line Manager of what they consider to be shortcomings or possible improvements in the centre or project's health and safety arrangements
- n) Exercise good standards of housekeeping and cleanliness
- o) Co-operate with appointed Health and Safety Representative(s)

Children and young people

Children and young people, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others
- b) Observe standards of behaviour consistent with safety and/or hygiene

- c) Observe all the health and safety rules of the centre or project and in particular the instructions of staff given in an emergency
- d) Not wilfully misuse, neglect or interfere with things provided for their health and safety and activities

Information, instruction and consultation

EdStart will ensure that:

- Supervision of children, young people, volunteers and other facility users will be undertaken by the designated activity organiser and monitored by the centre/project manager
- The manager will provide induction training for all staff
- Job specific training will be provided by the centre/project manager
- The centre manager is responsible for ensuring all staff and volunteers receive appropriate health and safety briefings
- Staff and safety representatives will be consulted regularly on HSW issues and policy monitoring
- Copies of training records will be held in the central office

3. PROCEDURES AND ARRANGEMENTS – RISK ASSESSMENTS

Risk assessments

The Management of Health and Safety at Work Regulations 1999 requires every employer to adequately assess the risks to the health and safety of his/her employees to which they are exposed whilst they are at work. The risks to the health and safety of persons not in his/her employment arising out of or in connection with any work activity must also be assessed. These assessments should also identify and record any group of employees particularly at risk; and be formally recorded.

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Hazard: A hazard is defined as something with the potential to cause harm.

Risk: A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

There are several regulations that require risk assessment of particular kinds of hazard. These are fire, lifting and handling, work equipment, personal computers, personal

protective equipment, hazardous substances and noise. There is a further requirement to carry out maternity risk assessments. A meaningful assessment can only be carried out by persons who have a thorough understanding of the work and how it is done in a particular setting. This will normally mean that managers, project leaders etc. will be best placed to carry out assessments although other staff should expect to be involved in this process.

General Risk Assessments:

There is no standard way to carry out risk assessments as centres vary in size, layout, play areas, number of staff, level of risk, etc. The named manager for that centre will carry out risk assessment for each indoor centre and outdoor areas. Completed documentation will be kept on site, with an electronic copy submitted to the central office.

In addition to this each centre will be checked daily, any action points will be followed up and the findings recorded. Each outdoor playground will be inspected quarterly as part of EdStart Building Safety Procedures and also an annual independent safety inspection will be carried out by ROSPA. The designated Manager under instruction from the Directors will act on the findings of these inspections and implement any reasonably practicable measures necessary to minimise risks.

Off-site trips and activities:

Each activity will be risk assessed in advance, following the requirements in the EdStart off-site activities guidance. It is the responsibility of the member of staff organising the activity or trip to ensure this has been carried out. This should be documented and kept on site.

Review:

Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred. You should review a risk assessment immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

4. PROCEDURES AND ARRANGEMENTS - ACCIDENT

Accidents, First Aid and work-related ill health

First Aid

First aid boxes are situated in the centre office on each site. For outreach projects the project manager is responsible for ensuring that a first aid box is carried by staff at all times. Centre managers are responsible for ensuring that there is a designated first aider on site at all times when the centre is open.

Accident/Incident Reporting

All accidents are recorded in the accident book, which is located in the centre office. A detailed accident report is also submitted to the central office. Persons completing the form have a duty to provide full and accurate information.

This is a legal document and should be available for inspection by Insurers, HSE Inspectors and EdStart office as and when required. It must be retained on the premises for 7 years after the date of the final entry. Records of all investigations must also be kept for this period.

Reporting Procedures

The centre manager is responsible for reporting accidents to the Directors, who is responsible for reporting the following to the HSE & OFSTED.

Death If a death arises as a result of an accident on the premises of EdStart, within one year of the accident occurring.

Major Injuries Fractures- other than to fingers, thumbs and toes
Amputations
Dislocation of the shoulder, knee, hip or spine
Eye injury, resulting in a temporary or permanent loss of sight, by chemical, hot metal burn or penetrating injury.
Unconsciousness caused by exposure to a hazardous substance, biological agent, electric shock or asphyxia.
Any acute condition/illness resulting in loss of consciousness, requiring resuscitation or an admission to hospital for more than 24 hours.

Lost time Injuries If an accident arises out of work activity of an employed or self-employed occurs on EdStart's premises. Which results in an absence of more than seven days after the accident. Or where an individual is unable to carry out his/her normal job and is put on light duties.

All accidents must be reported within ten days of the accident occurring.

Any accident requiring hospital treatment must be reported to OFSTED.

Infectious diseases and illnesses for staff should be reported to the central office. See attached appendix for detailed information on infectious diseases.

5. PROCEDURES AND ARRANGEMENTS – OFF-SITE ACTIVITIES

Off-site activities

Visits and adventurous activities are an essential part of a child's development, helping them to learn about assessing and managing risk, and to gain skills in leadership and team

working. They also build self-esteem and allow children to experience a range of normal social experiences.

The policy is supplemented by the DCSF Guidelines for the Health and Safety of Pupils on Educational Visits. All staff involved in visits should be familiar with these documents and their requirements.

Responsibilities

EdStart will:

- provide guidelines for managers organising visits, to assist them with assessing risk and identifying suitable control measures
- provide access to competent persons for advice
- provide emergency support and contacts
- maintain appropriate insurance cover
- monitor and review arrangements for visits

School Leaders

School Leaders that organise visits must ensure:

- they comply with the EdStart policy and associated guidelines on visits and other relevant policy documents (e.g. those covering use of minibuses, critical incidents etc.)
- have specific and clearly stated objectives
- that they, and other staff involved in organising or supervising the visit have the required level of competence. This should take account of their supervisory ability and their competence in relation to the specific activity
- sufficient time and resources are allocated to the planning stages
- a full risk assessment has been carried out and suitable control measures are in place; - this should be based on a knowledge of the location/centre where the activity will take place
- where required by the policy, only activity providers who are licensed for adventurous activities and/or accredited under non-statutory schemes are used and that the safety arrangements of other providers (e.g. farms, museums) are assessed prior to use
- that arrangements are in place for the central office to be informed of Level 2 in good time, so that questions can be asked
- safeguarding procedures are in place
- all necessary actions have been completed before the visit begins
- suitable emergency arrangements are in place, including ensuring a contact with the central office to make decisions, is available at all times

- visits are monitored and evaluated, to inform operation of future visits, future training needs etc.
- Managers may delegate these tasks to a competent member of staff, however ultimate responsibility remains with the manager
- Participating staff, volunteers and parents/carers should also be made aware of their responsibilities during visits. They should
- follow the instructions of the group leader and help with control and discipline
- notifying the group leader or, where appropriate stop the visit or activity, if they think the risk to the health and safety of the children in their charge is unacceptable

Authorisation of visits

School Leaders have the responsibility for organising level 1 visits providing they comply with EdStart's guidelines. All level 2 visits must be approved by the central office. If you are unsure which is the relevant level, you should always check with the office.

Level 1

Activities that would not expose those taking part to greater risk than that experienced on a day to day basis. Regular visits of one day or less duration (swimming, theatre trips, environmental studies, etc.)

Level 2

Non routine activities and residential stays and adventurous and hazardous activities run by licensed/accredited centres.

Risk Assessment of visits

Risk assessment and risk management are legal requirements. For visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special needs (e.g. educational, medical) are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency/contingency measures.

There are three levels of risk assessment for visits:

Generic: Apply to the activity wherever or whenever it takes place. The information provided in this policy and associated guidance is based on a generic risk assessment.

Visit/Site Specific: Will differ from place to place and group to group. Those organising visits are responsible for carrying out visit /site specific risk assessments. Managers must ensure an adequate risk assessment is carried out.

For **level 1** visits it will be sufficient to carry out a single assessment to cover several visits, however it should be reviewed annually, or if circumstances change significantly.

For **level 2** visits it would be necessary to carry out an assessment for each visit. Where practicable the assessment should be based on first-hand knowledge of the location. This would normally entail an exploratory visit being made. If it is not possible to visit the site beforehand, alternative arrangements must be sufficient for an assessment to be made.

Ongoing: The group leader should reassess risks while the visit is taking place, making judgements and decisions as the needs arise.

In addition to the above, **individual risk assessment** of children whose vulnerability, behaviour or other factors may put them or others at greater risk should be undertaken where appropriate.

Persons in control must ensure that employees driving minibuses are authorised to do so and are given adequate information, instruction and training. This includes volunteers working on behalf of EdStart. Persons in control must ensure that employees driving minibuses are authorised to do so and are given adequate information, instruction and training. This includes volunteers working on behalf of EdStart. All minibus drivers must be qualified to MIDAS standards and provide a copy of their driving licence on appointment. Minibus drivers are obliged to notify their line manager of any driving penalties imposed during their employment and any medication they may be taking, prescribed or otherwise, which could affect their driving ability. Drivers of minibuses must carry out checks of minibuses before use.

Accidents and Incidents

All accident and incidents involving minibuses must be investigated by the relevant line manager and reported on the EdStart Accident/Incident Report form.

6. PROCEDURES AND ARRANGEMENTS - TRANSPORT AND MINIBUSES

Transport and Minibuses

Introduction

This section contains standards and guidance on the operation and management of minibuses. It is the responsibility of centre and project managers to ensure that minibuses are operated in line with this document in any area under their control. This section must be read in conjunction with EdStart's policies and procedures on off site visits and activities and relevant working practices.

If you control or hire minibuses:

- Identify drivers and ensure they are authorised
- Risk assess all such minibuses and operations

- Ensure system for pre-use checks is in place
- Ensure all accidents are investigated and reported

Checklist - Operating Minibuses

Persons in control of minibuses must ensure that a risk assessment is carried out and that any necessary remedial actions identified are taken.

7. VIOLENCE

Introduction

EdStart will not tolerate violence and aggression towards its staff and will take all reasonable steps to ensure that violence to its staff is eliminated, or the risk of harm minimised in situations where it cannot be eliminated.

The Health and Safety Executive has defined violence at work as: "Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment".

Responsibilities

Managers have a responsibility to identify whether or not there is a problem of potential violence in their areas of work through the risk assessment process. No employee should be asked to carry out duties that would place them in danger of violence.

Employees have a duty not to knowingly carry out any activity that would put them at risk of violence. Employees should ensure that they have read and understood all risk assessments regarding potential violence and aggression and must comply with the appropriate control measures.

Risk Assessment

Questions relating to a history of violence and aggression should always be included in all referrals, assessment requests, and/or admissions documents.

Where this is not forthcoming a 'worst case scenario' assumption must be implemented until information is obtained that refutes this.

Where no relevant risk assessment is in place Managers/Centre Leaders are expected to take time to write one in order to ensure appropriate controls are in place for the safety of their employees and others.

An appropriate risk assessment should always include information regarding the young person's family history in order to identify past incidents, or likelihood, of violence. Where this has been established, employees should not be expected to have lone contact.

8. PERSONAL SAFETY AND LONE WORKING

Introduction

These guidelines have been produced to cover a wide range of situations in which staff may find themselves from time to time. Each section raises the main issues and identifies a range of measures, which could be put in place to reduce the risk to the personal safety of the staff concerned.

As this section relates to 'personal' safety many of the considerations are directed to the individual. It is important that all staff have read and understood this section.

In each section there is reference to the need to carry out a risk assessment in any situation where there is the potential for staff to be at risk. It is worth stressing that:

IF THE RESULT OF THE RISK ASSESSMENT IS THAT THERE IS A HIGH LEVEL OF RISK THE ACTIVITY SHOULD NOT BE UNDERTAKEN UNTIL APPROPRIATE CONTROL MEASURES HAVE BEEN IMPLEMENTED.

Working alone on the premises

Wherever possible staff should be discouraged from remaining alone on the premises and should only be done in exceptional circumstances in agreement with the line manager.

In these circumstances it is important that all is done to consider the implications of this in order to decide whether it is appropriate, and what measures need to be in place to ensure that staff will be safe. Wherever possible, these judgements should be made in advance when planning the activity or work programme. There will be times when this is not possible, and it is still important to consider the basic issues.

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Proprietors or Designated Member of Staff discloses any information about a pupil to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

a) When undertaking a risk assessment the following should be taken into consideration:

- how secure is the building?
- Is there CCTV and a controlled entry system?
- who knows you are there?
- how would you summon help if you needed it?
- are the tasks being undertaken hazardous?
- how will you leave the building safely?

b) Some control measures that should be considered are:

- assessing if it is appropriate for you to carry out the tasks on your own;
- ensuring there is the means to summon assistance readily to hand;
- ensuring that you know the appropriate emergency numbers;
- letting someone (e.g. at home) know when you plan to leave and when they should expect you;
- making sure you have a well-lit route out of your workplace.

c) All individuals will need to:

- try to anticipate situations where they may be working alone in a building;
- co-operate with their manager in undertaking a risk assessment;
- ensure that they comply with the requirements identified by the risk assessment.

d) All School Leaders should:

- anticipate the circumstances under which any of their staff will be working alone in a building and, preferably, consider if there are suitable alternatives;
- undertake an assessment of the risks involved;
- identify measures which will ensure a low level of risk;
- take the necessary action required by the risk assessment;
- ensure that all relevant staff are aware of the requirements identified by the risk assessment;
- monitor to ensure that the arrangements are being complied with;
- review the risk assessments regularly or sooner if the circumstances change.

Travelling alone

Many travel alone during their working hours as part of their work. They need to be confident that they can stay safe in their vehicle and know how to deal with an emergency.

Issues to be taken into account:

- Are they healthy and fit to drive today?
- Is the vehicle regularly serviced and in a roadworthy condition?
- Do they know how to deal with a breakdown?
- What to do if involved in an accident?
- What to do if others are involved?
- What should they do about aggressive drivers?

Things they should do:

- Ensure that someone knows when and where they are going, the route they expect to take if possible, and when they expect to arrive.

Take precautions to protect their own safety, for example by:

- planning the journey;
- having emergency contact details handy;
- having a personal alarm;
- having a blanket, in case of prolonged breakdown in cold weather;
- keeping a basic tool kit and torch;
- having a mobile telephone;
- having a road atlas/Satnav to hand;
- checking driving conditions before setting out;
- planning adequate rest and comfort breaks at public locations into long journeys;
- ensure that there is sufficient fuel for the journey;
- ensuring valuables and personal details are not left in clear sight.

All School Leaders should:

- include reference to this guide if appropriate, when inducting new staff;
- know where all their staff are at any one time (recorded in an office 'diary')
- do a risk assessment of the risks involved;
- identify measures which make sure the level of risk is as low as is reasonably practicable;
- take the necessary action required by the risk assessment;
- ensure that all relevant staff are aware of the requirements identified by the risk assessment;
- monitor to ensure that the arrangements are being complied with;
- review the risk assessments regularly or sooner if the circumstances change.

Staff will need to:

- co-operate with their manager in undertaking a risk assessment of lone driving;
- ensure that they comply with the requirements identified by the risk assessment.

Carrying passengers in private cars

Someone who has not completed an enhanced DBS Disclosure and appropriate safer recruitment checks should never supervise young people

In the interest of safety and child protection it is good practice that, wherever possible, staff do not transport young people on their own. In order to ensure that there is no undue risk to the member of staff or to the young person it is important to carry out a risk assessment to determine the circumstances under which it might be done safely.

Managers should ensure that child protection issues are given most serious consideration within any associated risk assessments.

When undertaking the risk assessment, some questions that staff might need to consider are:

- who knows that you are making the journey?
- what do you know about any previous history of violence or inappropriate behaviour of the young person?
- have you considered the route and destination?
- what will you do if there is an incident? For example if you are assaulted or the young person absconds?

Some control measures that might be introduced if the situation allows would be:

- never transport young people on your own whenever possible;
- ensure the journey is necessary and there is no suitable alternative;
- confirm the arrangements have been authorised;
- ensure colleagues know that you have arranged the journey and ask them to note the departure time;
- ensure that a mobile telephone is carried for emergency contact;
- if you are carrying more than one young person, ensure pick up and drop off points are in the same location wherever possible;
- ensure that you have the appropriate insurance;
- make sure that the seatbelts are in good order and that the young person is wearing one.

Home Visits

As part of their duties it may be necessary for some members of staff to visit families in their homes. Normally there will be no significant risk when making a home visit, as in situations the person already has a history of aggression alternative measures should be taken. However, unknown family members or other visitors lend an unpredictable factor to the visit. It is therefore essential that members of staff take precautions to ensure their safety at all times. This can best be achieved by undertaking a Risk Assessment.

Here are some factors that would need to be taken into account:

- is a home visit the most appropriate way of dealing with the issue?
- have you checked the records to see if any previous violent incidents have been recorded?
- do you know the family history and/or of likely visitors who may be present?
- if you have concerns about your personal safety, have you worked out a clear strategy for dealing with the visit?

NB if there is any doubt you should not be making this visit on your own without further investigation.

Some control measures that you might want to consider would be:

- making an appointment prior to the visit;
- ensuring that details of the appointment are recorded in the office so that the whereabouts of individuals are known and concerns raised if they do not return or contact the office at the expected time;
- the appropriateness of clothing and taking sensible precautions such as removing long earrings, scarves or ties, or tying back long hair;
- parking your car as near as possible to your destination, but be aware of possibility of being traced through number plate;
- being aware of where you park your car such as location of bushes or street lighting;
- consider issues such as stairs or lifts in high rise buildings;
- being aware of local trouble spots and tensions;
- taking a mobile phone/torch/personal alarm where appropriate;
- to take in only what is necessary, i.e. phone, and paperwork but not handbag/wallet/briefcase etc;
- have a plan in place for getting out safely.

NB if in doubt at the doorstep – do not go in!

Key Holder Call Out

As part of their responsibilities some staff may be required to be a registered key-holder for a building. This is an important role and may involve them in being called out at night and when they are alone. Consideration should be given in advance to the circumstances that are likely to prevail when a call comes and steps taken to ensure their safety.

Staff should not wait until the call out but ask themselves the following questions now:

- How will I travel to the premises?
- Where will I park when I get there?
- Will there be any lighting on arrival?
- If the lights are not on, or have been damaged, have I got a torch?
- Will I be alone? (The police or security company may not arrive before you)
- Have I got a personal alarm?
- Are relevant phone numbers available? (City Works, Manager, shutter repairs, emergency contacts)
- Can someone accompany me to the call out?

A risk assessment should be carried out in order to identify measures, which will ensure that the level of risk is acceptable and that any necessary actions are taken. The risk assessment should be reviewed regularly and when circumstances change.

Key holders should never put themselves at risk by tackling an intruder or entering a building where they think an intruder is present without backup. If in doubt – never enter a

building alone. If you think intruders are still on the premises retire to a safe distance and contact the police.

All centres should use a security monitoring company. The contract provides a means by which centres can avoid the majority of instances where there is a need for staff to respond to alarm activations outside of office hours (or are accompanied by a security officer if they attend alarm activations).

9. MAINTAINANCE AND INSPECTION OF EQUIPMENT

EdStart will ensure that all equipment & plant purchased by the organisation complies with safety standards prior to purchase.

EdStart will ensure that all electrical equipment is safety tested annually.

Centre, School & Project Managers responsibilities:

- To ensure all equipment is safe for use.
- To arrange for any relevant maintenance to be implemented.
- If necessary seek guidance from central office.

Staff responsibilities:

- To only use equipment appropriate to the activity being carried out.
- To report any equipment defects, identified during use, to the appropriate line manager immediately.

10. SAFE MANUAL HANDLING

Introduction

This guidance sets down the standards for achieving safe manual handling and lifting throughout EDSTART. It is intended to assist Managers in meeting the requirements of current legislation and act as a source of guidance on how to achieve safe systems of work. Over and above the general duty of care owed to staff and others under the Health and Safety at Work Act 1974, manual handling in all workplaces and work activities is specifically legislated for by the Manual Handling Operations Regulations 1992.

Responsibilities

It will be the responsibility of managers to ensure that the Manual Handling Operations Regulations 1992 are complied with throughout EDSTART.

Managers will be responsible for ensuring that assessments of risk are carried out for all manual handling activities which constitute a significant risk of injury to members of staff.

Managers will be responsible for ensuring that the guidance and procedures, as defined in this document are adhered to in order to adequately control the risk from manual handling activities.

Regulations

The Manual Handling Operations Regulations 1992 contain detailed statutory provisions with respect to manual handling activities, including lifting, lowering, carrying, pushing, pulling, holding or moving by hand or by bodily force of any discrete moveable object, including a person or an animal.

They are attempting to reduce the level of injury outlined in the chart above. To achieve this the Regulations require the following:

- The avoidance of manual handling activities where reasonably practicable
- Assessment of the risk where the task is not avoidable
- Reducing the risk from manual handling

Avoiding Manual Handling

The first consideration when looking at an activity involving manual handling should be whether or not the manual handling is necessary. Quite often it is only being done in the way that it is because "it has always been done that way". It may be possible to change the system of work to remove the need for the manual handling. Another alternative may be the introduction of mechanical aids such as, hoists, trolleys, wheelbarrow, etc.

Assessing the Risk

If it has been established that it is not reasonably practicable to avoid the need for manual handling, either through removing the need for the task or the introduction of handling aids, then the activity needs to be assessed in order to ascertain if it creates a significant risk of injury to personnel.

This will generally involve both direct observation and discussions with the persons involved. It is important to find out about the unofficial short cuts that people take as well as the official way of doing things.

To assist nominated persons in carrying out an assessment of this kind an example of a generic risk assessment is included in the centre risk assessment file.

Reducing the Risk

During the assessment process a number of problems will have been identified, action will be required to introduce measures to deal with these problems. The provision of information and training to staff plays an important part in the risk reduction process; however, it should not be assumed that training alone will ensure safe manual handling.

11. CONTROL AND USE OF HAZARDOUS SUBSTANCES

This guidance sets down the standards for the control of hazardous substances used throughout the organisation. It is intended to assist those persons responsible to meet the requirements of current legislation and act as a source of guidance on how to control the risk from the use of such substances to members of staff and others who may be exposed.

Over and above the general duty of care owed by EDSTART to staff and others under the Health and Safety at Work etc. Act 1974, hazardous substances are specifically legislated for by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Regulations contain detailed statutory requirements with respect to the identification, use and control of such substances. Their main aim is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Regulations

The COSHH Regulations require specifically the following:

- An assessment of all hazardous substances used in the workplace
- Control of the risk of personnel being exposed to hazardous substances
- Monitoring of the effectiveness of control measures
- Maintaining in an efficient condition any equipment provided to control the risk (e.g. personal protective equipment PPE).
- Health Surveillance
- Informing, instructing and training of personnel on the level of risk and how it is to be controlled.

What is a Hazardous Substance?

COSHH defines 5 categories of hazardous substances which are:

- Substances classified as harmful, irritant, toxic, very toxic and corrosive, such substances will carry the pictograms detailed below.



- Substances which have a workplace exposure limit (WEL) assigned to them (examples would include chlorine, ammonia or wood dusts)
- Biological agents capable of causing ill health effect, i.e. any micro-organism, cell, culture, genetically modified organism that may cause infection, allergy, toxicity or any other human health hazard
- Substantial quantities of dust
- Any other substance not classified above that may create a comparable health risk.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

At EdStart centres these substances will generally be found in storage areas, practical workshops, print rooms. Caretakers and cleaners stores in all premises are also likely to contain such substances.

Responsibilities

Managers will be responsible for identifying all substances, which need a COSHH assessment, and ensuring they are undertaken. Centre /Project managers will also be responsible for ensuring that all staff receive appropriate briefings on the correct use of substances in line with the COSHH assessments.

Managers will also

- ensure that where the use of hazardous substances is required, that a risk assessment is made and appropriate controls are in place.
- ensure that any equipment used to control the risk from hazardous substances are adequately maintained in an efficient condition.
- ensure that at risk staff are informed of the risk and the control measures in place to reduce it.

12. PERSONAL PROTECTIVE EQUIPMENT

Introduction

This guidance sets down the standards for the provision and use of personal protective equipment (PPE) throughout the organisation. It is intended to assist those persons responsible to meet the requirements of current legislation and act as a source of guidance on how to provide suitable and sufficient PPE to those members of staff who require its use.

Over and above the general duty of care owed to staff and others under the Health and Safety at Work etc. Act 1974, the provision of PPE in all workplaces is specifically legislated for by the Personal Protective Equipment at Work Regulations 1992.

The Regulations contain detailed statutory requirements with respect to the provision of suitable PPE. Their main aim being to ensure that where a need for the issue of PPE to safeguard a risk is identified, the PPE chosen is suitable and remains in a suitable condition.

What is PPE?

The Regulations define Personal Protective Equipment PPE as "all equipment (including clothing affording protection against the weather), which is intended to be worn or held by

a person at work and which protects him against one or more risk to his health or safety, and any addition designed to meet that objective".

This includes helmets, face masks, lifejackets, high visibility clothing, shoes, goggles, harnesses, aprons, gloves, clothing against extremes of temperature or wetness etc.

It does not include overalls, uniforms and clothing which does not protect the user's health and safety, PPE used on the roads i.e. crash helmets, sports equipment such as shin pads, jock straps, etc.

Responsibilities

It will be the responsibility of the managers to ensure the Personal Protective Equipment Regulations are adhered to throughout the organisation.

Managers will ensure that where the need for the provision of PPE has been identified only suitable equipment will be used.

Managers will ensure that where PPE has been provided, it is maintained in a satisfactory condition and, where required, users have received suitable information, instruction or training in its use.

It will be the responsibility of all staff to:

- Use PPE which has been provided to control a risk
- Report any defects to or loss of PPE with which they have been provided
- Take reasonable care of any PPE provided to them

Regulations

The main provisions of the Regulations are:

- The provision of suitable PPE to control the risks from identified hazards
- The maintenance of PPE which has been provided in an efficient state, efficient working order and in good repair
- The provision of appropriate accommodation for all PPE provided
- The provision of information, instruction and training on the use of any PPE provided
- Where PPE has been provided, that it is being used properly

Suitable

Whenever the risk assessment required under the Management of Health and Safety at Work Regulations 1999 identifies the need for PPE to control a risk, then only suitable PPE must be used. To be suitable the following should be considered:

- Will it protect against the risk?

- The fit of the PPE is important if people of varying sizes are to use it then a variety of sizes will be required
- Will it be suitable to wear in the chosen environment and the physical work involved? i.e. too hot, too cold, will it restrict essential visibility or communication?
- How easy will it be to clean the PPE? Important if equipment is to be used in food preparation
- The comfort of the PPE will have a huge bearing on the keenness of the user to wear it
- PPE supplied must conform to British and European Standards and should be marked with the 'CE' mark which denotes that it has been tested in accordance with European Community Directives
- PPE must be provided free of charge to the user

Maintenance

An effective system of maintenance will be required to ensure PPE continues to provide the degree of protection for which it was designed. Maintenance will include cleaning, disinfecting, examination, replacement, repair or testing. The level of maintenance will of course depend on the item. Before use checks by the user should always be carried out on any item of PPE and a sufficient stock of spares should be available where required.

Accommodation

The requirement to provide accommodation in which to store PPE will obviously vary depending on the item. However, accommodation must be provided in order to ensure that PPE can be maintained in an efficient state.

It may be simple, for example, pegs for weatherproof clothing. However, if a person has been supplied with a number of varying items of PPE, then a suitable locker may have to be supplied.

Information, Instruction and Training

In order to make effective use of PPE users must be given sufficient information, instruction and training. This should include:

- Why they require PPE, the risk it is protecting them from
- How to adjust to fit
- Limitations on its use (if any)
- Storage, issue and replacement, loss or defect reporting

The level of information, instruction and training will obviously vary depending on the equipment. For example, for a safety helmet some basic instructions may be sufficient.

13. FIRE SAFETY AND EVACUATION PROCEDURES

Fire safety and evacuation procedures are included in EdStart's Fire Safety and Procedures document.

14. ACCIDENT REPORTING

Accident reporting procedures are included in EdStart's employee induction process.

15. MONITORING AND REVIEW

EdStart will ensure that the processes in place to manage health and safety are complied with through:

- Periodic internal audits of recording systems by the director
- Monthly managers meetings and Managers bi-annual performance appraisals
- Annual independent safety inspections by ROSPA
- Investigation of accidents and work-related sickness absences by centre/project managers. The findings of these investigations will be reported to the Directors, who will ensure that appropriate action is taken to prevent a recurrence.

Appendix 1

PAT Testing	UK Safety Management	0844 800 4180
Fire Safety	Fire Queen	0161 442 5500
Building Maintenance and Cleaning	Les Hill	07474 100254
ICT	Prestantia IT.	0330 124 4731

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